

## **2014 JSC Annual Flea Market & Craft Fair Registration Form**

**Event Date: April 19, 2014 from 9:00am-2:00pm**

Please return form to the Gilruth Center Information Desk to complete registration. **Deadline to register is March 23, 2014.** Check, cash, and credit cards are accepted. Or you may register online here: <https://starport.jsc.nasa.gov/en/programs/special-events/spring-festival> (please note, there is a transaction fee for registering online).

NAME: \_\_\_\_\_

Check one: \_\_\_\_ JSC Team Member \_\_\_\_ Family Member \_\_\_\_ Friend \_\_\_\_ Other \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

☐ **Flea Market** (outdoors)

Number of Spaces \_\_\_\_\_ @\$10.00/each = \$ \_\_\_\_\_ Total

Number of Tables \_\_\_\_\_ @\$10.00/each = \$ \_\_\_\_\_ Total  
(includes 2 chairs)

Total Fee: \$ \_\_\_\_\_

☐ **Craft Fair** (indoors)

Number of Spaces \_\_\_\_\_ @\$40.00/each = \$ \_\_\_\_\_ Total

Number of Tables \_\_\_\_\_ @\$10.00/each = \$ \_\_\_\_\_ Total  
(includes 2 chairs)

Electricity \_\_\_\_\_ @\$25.00/each = \$ \_\_\_\_\_ Total

Total Fee: \$ \_\_\_\_\_

Items being sold: \_\_\_\_\_

By signing, I am stating that I have read and understand the enclosed JSC Flea Market/Craft Fair rules and regulations and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For more information contact:

Shelly Haralson  
Program Coordinator, NASA-JSC Exchange/Starport  
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Email: [shelly.t.haralson@nasa.gov](mailto:shelly.t.haralson@nasa.gov)

## **2014 JSC Annual Flea Market/Craft Fair Rules and Regulations**

1. The Flea Market will take place outside in the parking lot behind the Gilruth Center. The Flea Market is intended as an opportunity for participants to sell unwanted items, much like a garage sale. The Craft Fair will be inside the Gilruth Center gymnasium and/or Alamo Ballroom and is intended as an opportunity for vendors to sell homemade/handmade craft items, baked goods, new products, etc.
2. Flea Market and Craft Fair Spaces: All spaces are assigned and reassigned by NASA Exchange/Starport personnel.
  - a. Flea Market  
Rented space is outdoors within a standard parking space (approximately) in the paved back parking lot of the Gilruth Center. 6' tables are available for rent at an additional charge. Two chairs will be provided with each rented table. If you do not rent a table, you must provide your own. You may also provide your own tent or covering. Tents will not be provided. Table coverings and displays must be provided by vendor/participant.
  - b. Craft Fair  
Rented space is indoors within an 8'x10' area. 6' tables are available for rent at an additional charge. Two chairs will be provided within each space. All contents including tables and displays must fit within the 8'x10' space.
3. Displays and set up must be completed before 8:30AM and must be completely removed by 3:00PM on the day of the JSC Flea Market/Craft Fair. No vehicles will be permitted in the flea market between the hours of 9AM-2PM unless authorized by NASA Exchange/Starport Management. You also may not pack up and leave prior to closing time.
4. Utilities/electricity will **not** be available for the Flea Market.
5. You are responsible to clean up your area after the event by removing all trash and unsold items. Dumpster will be available for trash.
6. Table and booth space is non-transferable. Request to have sales space next to another vendor/participant is not guaranteed unless both contracts are submitted together.
7. Refunds will not be given because of weather issues or because vendor cannot participate. The Vendor/Participant should understand that due to weather issues the flea market may move indoors with possible reduction of space.
8. Deadline to register is March 23, 2014.
9. Prohibited Items: **NO** live animals or pets, illegal and/or dangerous weapons (including knives, guns, etc.), vehicles, fundraisers, alcoholic/nonalcoholic beverages, food, open flames, flammable materials or material offensive to the public morality will be sold.
10. NASA Exchange/Starport Management holds the right to make any and all determinations as the appropriateness of any item displayed. If an item is deemed inappropriate, you will be asked to remove it from public display.
11. It is the responsibility of the vendor/participant to provide their change.
12. Collection and payment of all applicable sales tax is the sole responsibility of the vendor/participant.
13. This event is open to the public.
14. Any violation of the rules and regulations of the JSC Flea Market/Craft Fair by the vendor/participant can/and will result in removal from the premises without a refund and/or suspension from participation in future NASA Exchange/Starport Events.
15. This contract is between the Vendor/Participant and the NASA Exchange/Starport. The U.S, its agents, instrumentalities (including the NASA Exchange - JSC) and representatives, officers and employees thereof, from any and all claims, demands, actions, debts, liabilities, and judgments, claimed on account of, or in any manner predicated upon the loss of or damage to property, or injury to, or death of any person(s), in any manner caused or contributed to by any negligent act or omission or willful and intentional act of the Vendor/Participants identified above. This agreement is for the JSC Flea Market/Craft Fair to be held April 19, 2014.